

FTL: How to Assign Core Questions

1.	<p>Under the Schedule Pre-Review Activities Task, there are two options: Assign Core Question and Schedule Activities. Please continue here to learn about the first option.</p> <p>The PRISM Web allows you to assign core questions as part of your pre-review activities. This task is a management tool to help you place reviewers with the appropriate core questions.</p> <p>Team Leaders are allowed to make assignments and modifications to core question assignments based on a reviewer's area of content expertise.</p> <p>However, it is important to note that core question assignments in the web have no impact on the content that reviewers receive in the stand-alone. Regardless of assignments in the web, all reviewers may have access to all core questions in the stand-alone.</p>
2.	<p>Click the Schedule Pre-review Activities link from the User Task Page.</p> <p>Schedule Pre-review Activities</p>
3.	<p>Click the Review Core Question Assignments link.</p> <p>Review Core Question Assignments</p>
4.	<p>In this example, we will click on the Disabilities Services core question.</p> <p>You will be able to view a reviewer's area of expertise and assign questions according to their specialty.</p> <p>Disabilities Services</p>
5.	<p>Select the appropriate reviewer under the Review Team bar.</p> <p>Here we will click on the Little, Timmy checkbox.</p> <p><input type="checkbox"/></p>
6.	<p>Add any necessary comments in the Comments box.</p> <p>In this example, we will enter " here. "</p>
7.	<p>Click the Save Question button.</p> <p>Save Question</p>
8.	<p>Notice that Timmy Little's assignment appears now in the list of core questions.</p>
9.	<p>Next, click on the Program Governance core question.</p> <p>Program Governance</p>
10.	<p>Click the Bennett, Elizabeth checkbox to assign her the core question.</p> <p><input type="checkbox"/></p>

11.	<p>Add any neccessary comments in the Comments box.</p> <p>In this example, we will enter "Type any necessary comments here. "</p>
12.	<p>Click the Save Question button.</p> <p>Repeat steps 4 through 7 to assign other core questions.</p> <p>Save Question</p>
13.	<p>Notice that our Core Question Assignments page now contains various team member's assignments along with any special comments.</p>
14.	<p>Click on the Tasks link to return to the User Task Page.</p> <p>Tasks</p>
15.	<p>Congratulations! You have successfully finished assigning core questions. You are now ready to begin scheduling review activities.</p> <p>End of Procedure.</p>